

The US Postal Service developed several tools to help you prepare and transition to MTEOR when it launches in early September 2012. This series of bulletins is to keep you up-to-date with the latest MTEOR news including registration information, key facts, tips to use during the transition, and answers to your questions. Keeping you informed and aware is important for us to ensure a smooth transition.

Please continue to read these bulletins to receive all the exciting news before we launch in September!

Upcoming Events for Mailers

- **August 24 – 1 pm ET**
MTEOR Info Session #1 for Mailers
- **August 27**
MTEOR Registration Opens for BSAs
- **September 5 – 1 pm ET**
MTEOR Info Session #2 for Mailers
MTEOR Launches

Register for MTEOR Starting August 27th!

On August 27th, you will receive an email containing information on how to register for MTEOR. This will include the CRID number you are assigned to in MTEOR.

The CRID number **must** be entered during MTEOR registration to correctly add your location(s). MTEOR uses CRID numbers to ensure your location matches in MTESS. MTEOR will display the NASS codes and delivery addresses received from MTESS.

1 Address = 1 CRID Number = 1 NASS Code

Reminder: BSAs **must** be the first person to register in MTEOR for all assigned locations in order to establish themselves as the BSA.

MTEOR User Agreements

Attached to this Bulletin are the MTEOR User Agreements for BSAs and General Users. We will not be making any additional edits to these User Agreements at this time, but wanted to provide you copies to distribute as needed.

USPS Leadership Forum & MTAC Meeting

On August 14-15, USPS hosted the USPS Leadership Forum and MTAC Meeting, where members received an introduction and demo of MTEOR. The demonstration included an introduction to what MTEOR is and why USPS is developing it, a discussion of the benefits of MTEOR, a review of how to register for MTEOR, and a debut of the MTEOR application. The slides are available on the MTEOR webpage on RIBBS:

https://ribbs.usps.gov/mteor/documents/tech_guides/MTEORDemo_USPSLeadershipForum_Aug2012.pdf

MTEOR Information Session Reminders

Have you marked your calendar? MTEOR information sessions will be conducted to provide you with an overview to the new system. You will have the option to attend one of two webinars.

Calendar appointments are included in this email!

To add to your Outlook calendar, open the attached file and click “Save and Close.”

- **MTEOR Information Session for Mailers – Option #1:** August 24 at 1 pm ET
To Access: <https://usps.webex.com/usps/onstage/g.php?t=a&d=990401380>
- **MTEOR Information Session for Mailers – Option #2:** September 5 at 1 pm ET
To Access : <https://usps.webex.com/usps/onstage/g.php?t=a&d=998994220>

The webinar will be recorded and available after the session on the MTEOR webpage <http://ribbs.usps.gov/mteor>

REMINDER: Your Preparation Checklist

Review the following checklist to ensure that you are prepared for the MTEOR launch on September 5th.

- ✓ Continue to monitor your email for MTEOR updates
- ✓ Register on the Business Customer Gateway
- ✓ Register for MTEOR beginning August 27 – ***open for BSAs only***
- ✓ Identify additional MTE orderers for your location
- ✓ Ensure additional MTE orderers register on the Business Customer Gateway and add MTEOR as a service beginning September 5
- ✓ Mark your calendars for one of the MTEOR information sessions

Did You Know?

- U.S. Postal Service is working on reducing MTE leakage and increasing MTE circulation through:
 - Inspection service – Recyclers
 - Area teams visit to review plants on-hand inventory
 - Lean Six Sigma Projects
 - Internal Awareness Campaign
 - Field MTE Support Structure
 - MTEOR

Help keep MTE in circulation by only ordering the MTE you need!

Check out the MTEOR webpage at <http://ribbs.usps.gov/mteor>!

Questions? E-mail us at MTEOR@usps.gov